

2023 Application for Administrative Fire Officer Designation

Utah Commission for Professional Fire Officer Development



Click in box above and insert your first and last name.

Valid through 12/31/2024

Understanding the Utah Commission for Fire Officer Professional Development's Designations

Application Process: Begin by viewing the slide show at UVU.edu/UFRA/FODP.html.

The Utah Fire Officer Development system is based on the *Officer Development Handbook* (2011 edition) of the International Association of Fire Chiefs (IAFC), with some additional Utah requirements. The fire officer designation reflects a level of knowledge and a comprehensive skill set that exceeds NFPA standards. The system is intended to be a guide for those seeking a career path and recognition of achievement leading to a higher degree of professionalism. The overarching principle is that a combination of achievements in areas including **certification, education, experience, and training** are elemental to the development of effective fire officers. The system serves as a resource for those seeking officer designations. It can be used as part of a department's career ladder program. Currently, the first two of three levels have been developed. The application packet for the Administrative Fire Officer Designation includes the following:

- Personal Information Overview
- Portfolio Section Requirements

Each portion will be explained in greater detail in the following paragraphs. The application will need to be filled out and placed in your UVU Box account folders with other required documentation. Once you have completed the application and compiled your documents in the Box folders, it is suggested that you ask your supervisor, fire chief, or his/her designee to review the information and sign off on relevant and appropriate experience.

There is a one-time payment of \$40 to cover the cost of processing. Payment can be made in one of two ways.

1. Mail a \$40 check, payable to UFRA, to:
Utah Fire and Rescue Academy
Attention Lori Marshall
3131 Mike Jense Parkway, Provo, UT 84601
2. Call Lori Marshall at 801-863-7715 to pay by credit card over the phone.

Please refer to the PowerPoint tutorial that you should have already opened.

Application Details

- **Personal Information Overview:** This short section of the application will ask for basic personal information. It begins on page four.

Category Section Requirements

- **Certification:** Copies of certifications and proof of NIMS courses must be uploaded to the UVU Box account. Make sure to label all files with the certificate name. This will be created for you once you complete and submit your application.
- **Education:** Official transcripts or a copy of degree(s) awarded must also be uploaded once the Box account has been created.
- **Experience:** Verification of employment history—in the form of a letter from a supervisor, written on department/district/organization letterhead—as well as a resume must be uploaded.
- **Training:** Certificates of attendance must be included in order to provide a method to evaluate the relevancy of a training event (remember to label all files with the certificate name).

Review Panel (Commission)

The program administrator will review the application to ensure compliance with submission requirements. The online application and supporting documents will then be reviewed by the Utah Commission for Fire Officer Professional Development. If it is found acceptable, the Commission will approve the application and grant the designation.

If the application and supporting documents are found lacking, the administrator will inform the applicant of the deficiency and the applicant may then reapply after addressing the deficiency.

If, during the Commission review process, it is found that additional clarification or information is needed, then a member of the Commission will contact the applicant.

The Commission will review each application within 14 days of receiving it. Generally, a response will be sent to the applicant acknowledging receipt. Two Commission members will then be assigned to review the application. Once the review process is completed, the Commission will notify the applicant or his/her chief within 30 days to inform him/her that the designation has been awarded.

Personal Information Overview

Applicant name: _____

Address: _____

Phone #: _____

Email: _____

Applicant department: _____

Applicant rank: _____

Date the Managing Fire Officer (MFO) Designation was received: _____

☐ Full-Time ☐ Part-Time ☐ Volunteer

Hire date (current department): _____

If you have had any changes in your emergency services employment since the completion of Managing Fire Officer, include name of agency, position, volunteer/career, and service dates in the box below:

(Administrative Use Only)

Date application package received: _____

Date administrative review completed: _____

Any deficiency noted: _____

CATEGORY SECTION REQUIREMENTS

The Fire Officer Designation program requires a combination of certifications, education, experience, and training. Requirements for each of these elements are listed below:

CERTIFICATION ELEMENT

The following certifications or educational equivalence are required. (Include copies.)

- ☐ Managing Fire Officer (MFO) Designation (**see page 7 for requirements**)
- ☐ Fire Officer III (NFPA 1021)

The following National Incident Management System (NIMS) course is required.
(Include a copy of the certificate of completion.)

- ☐ ICS 400

(Administrative Use Only)

Certification Element Met? ☐ Yes ☐ No

Verified by: _____

Date: _____

EDUCATION ELEMENT

Provide proof of the degree by including a copy of a diploma and/or transcript(s). All courses must be obtained through an accredited college or university.

- ☐ Bachelor's degree in related field
For purposes of the education element, related field means a degree that emphasizes firefighting or EMS response, fire prevention, fire or EMS administration, public administration, or leadership and management.

(Administrative Use Only)

Education Element Met? ☐ Yes ☐ No

Verified by: _____

Date: _____

EXPERIENCE ELEMENT

One of the experience level combinations is required:

- ☐ Ten years in any combination of volunteer or career in a fire department **AND** (select one)
- ☐ Minimum of two years as an MFO Designee only **OR**
- ☐ Minimum of six months as an MFO Designee with five or more years of experience in a supervisory capacity.

The following is a series of professional experience topics for the Administrative Fire Officer applicant. Each element title contains a link to examples in the *Officer Development Handbook* (in Appendix A on pages 33–34). Define what you specifically did to gain experience for each element. Use different examples from those used in your MFO application. Even though the examples in the handbook are in bullet form, it is required that you use narrative form and include the who, what, when, where, why, and how in your examples. Each text box has a 1000-character limit, so choose your words, style, and format carefully. NOTE: Pay strict attention to spelling, grammar, and punctuation. Multiple errors will result in the application being returned. Click the link in each element title below to see experience examples from the handbook.

[Agency Operations](#)

[Coaching/Counseling](#)

[Directing Resources/Influencing](#)

[Incident Management](#)

Planning

--

Instruction

--

Human Resource Management

--

Financial Resource Management

--

Program/Project Management

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Interagency

Emergency Management

Community Involvement

Professional Associations

Professional Contribution

☐ I have submitted a letter from my chief or supervisor, on department/district/organization letterhead, verifying my years of experience and completion of each of the experience elements.

☐ I have submitted a current resume.

(Administrative Use Only)

Experience Element Met? ☐ Yes ☐ No

Verified by: _____

Date: _____

TRAINING ELEMENT

The next section contains the required training courses. Training will be verified based on contact hours and/or official transcripts or certificates of completion. Training classes may not be the same as submitted with previous designation applications.

Courses may be on-campus, off-campus, or online. Please visit the following sites to search course descriptions and delivery options: [\(NFA\)](#) [\(FEMA\)](#) [\(OSHA\)](#) [\(NWCG\)](#) [\(UFRA\)](#)

If you have completed courses that are not listed below, contact a member of the Commission to discuss and apply for equivalency.

Leadership and Executive Development: You must complete one of the options listed below.

Option 1: Complete all the courses listed below.

- ☐ FEMA IS-0240 – Leadership and Influence (Online)
- ☐ FEMA IS-0241 – Decision Making and Problem Solving (Online)
- ☐ FEMA IS-0242 – Effective Communication (Online)

Option 2: Complete at least 1 of the courses listed below.

- ☐ NWCG L381 - Incident Leadership
- ☐ NWCG L480 - Organizational Leadership in the Wildland Fire Service
- ☐ NFA S0520 - Executive Skills Series: Exercising Leadership within Communities
- ☐ NFA S0521 - Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change
- ☐ NFA S0522 - Executive Skills Series: Exercising Leadership through Difficult Conversations

Planning and Information Management: You must complete one of the options listed below.

Option 1: Complete all the courses listed below.

- ☐ NFA Q0494 – National Fire Incident Reporting System 5.0 (Online)
- ☐ NFA Q0696 – Introduction to Application of Data for Fire and Emergency Services (Online)
- ☐ FEMA IS-0235 – Emergency Planning (Online)
- ☐ FEMA IS-0042 – Social Media in Emergency Management (Online)

Option 2: Complete at least 1 of the courses listed below.

- ☐ NFA R0387 – Analytical Tools for Decision Making
- ☐ NFA R0333 – Fire Service Financial Management
- ☐ NFA R0491 – NFIRS Program Management

Continuing Public Education/Community Risk Reduction: You must complete one of the course options listed below.

- ☐ NFA Q0841 and NFA Q0843 – Introduction to Strategic Community Risk Reduction and Community Risk Assessment (Online)
- ☐ NFA F0635 – Best Practices in Community Risk Reduction
- ☐ NFA F0636 – Building Organizational Support for Community Risk Reduction
- ☐ NFA R0378 – Demonstrating Your Community Risk Reduction Program’s Worth
- ☐ NFA N0670 – Community Risk Reduction: A Policy Approach
- ☐ NFA N0200 – Leadership Strategies for Community Risk Reduction
- ☐ NFA R0673 – Service Area Risk Reduction
- ☐ NFA R0385 – Applications of Community Risk Reduction
- ☐ NFA N0671 – Managing Effective Fire Prevention Programs

Responder Health and Safety: You must complete at least one of the options listed below.

Option 1: Complete all the courses listed below.

- ☐ NFA Q0694 – Safety Essentials (Online)
- ☐ FEMA IS-0035 – Safety Orientation (Online)
- ☐ FEMA IS-0037 – Managerial Safety and Health (Online)

Option 2: Complete the following course listed below (course fees apply).

- ☐ OSHA – General Industry Safety and Health (Online)

Additional Training: Use this page to list the additional training taken since the completion of the MFO designation. A minimum of **20 contact hours** is required for the AFO designation. List the total number of hours in the space provided. Make sure to verify the number of contact hours with the training organization if it is not listed on the certificate.

UFRA Fire Schools/Symposiums/Multi-Agency Training/Formal Department Training/Other Specialized Training (list name and date)	Number of Contact Hours
Total Number of Contact Hours:	

Use this box for questions, etc. NOTE: The review team will use it to provide feedback to you.

ADMINISTRATIVE USE (PORTFOLIO CHECKLIST)		
Category	Yes/No	Notes/Explanation
Qualitative requirements met		
Certifications included		
Diploma or official transcripts included		
Letter verifying experience included		
Training hours met and documentation included		
Quantitative requirements met		
Fee included		

Verified by: _____ Date: _____

Designation as an Administrative Fire Officer Awarded? ☐ Yes ☐ No

Commission Chair Signature: _____ Date: _____



INTERNATIONAL ASSOCIATION OF FIRE CHIEFS OFFICER DEVELOPMENT HANDBOOK

*In pursuit of the planned, progressive, life-long process of education,
learning, self-development, and experience.*

**IN PREPARATION FOR SERVICE AS AN
ADMINISTRATIVE FIRE OFFICER**

ADMINISTRATIVE FIRE OFFICER



The **NFPA** promulgates minimum fire officer professional qualification standards for use in certification through an independent examination process. The applicable standards from NFPA 1021 for each of the four officer development levels are included here for reference. They should be included in the professional development planning process, while remembering that they comprise only a portion of the total development process.

For the **Administrative Fire Officer**, refer to:

NFPA Fire Officer III Standards

Component	Content
General	Fire Officer II and Instructor II.
General Knowledge	Be aware of national and international trends related to fire service organization, management, and administrative principles; know the public and private organizations that support the fire service.
General Skills	Practice evaluative methods, analytical methods, verbal and written communication, and ability to influence members.
Human Resource Management	Establish procedures for hiring, training, assigning, and promoting members; promote professional development of members.
Community & Government Relations	Develop programs to improve and expand services; build partnerships with the public to provide increased safety and quality of life.
Administration	Prepare and manage a budget; acquire resources through a proper competitive bidding process; direct the operation of an agency records management system; analyze and interpret records and data; develop a resource deployment plan.
Inspection & Investigation	Evaluate inspection programs and code requirements as to their effectiveness in ensuring the protection of life and property; evaluate pre-incident plans.
Emergency Service Delivery	Manage multi-agency planning, response, deployment, and operations.
Health & Safety	Develop, manage, and evaluate a departmental health and safety program; develop a measurable accident and injury prevention program.

These standards are the basis. The next section presents the essential learning, education, experience, and self-development elements that are designed to prepare individuals for service as an Administrative Fire Officer.

Administrative Fire Officer: Learning

Element	Note
Fire Officer III	NFPA 1021
Strategic Planning; Deployment Planning	
Research and Technical Reporting	
IT Applications; Database Management	
Negotiation; Mediation; Facilitation	"Getting to Yes"
Inter-jurisdictional Incident Management	
Leading Change	National Fire Academy

Administrative Fire Officer: Education

In addition to the elements for Managing Fire Officer, the following additional studies are to be undertaken through an accredited institution of higher education commensurate with a Baccalaureate degree.

AFO Component	Outcome	Discipline Level	Suggested Course
AFO-01	Understand basic concepts of economic thinking and of the complex economic problems in modern society.	Business 100/200	Introduction to Economics
AFO-02	Understand the field of management including planning, motivation, group dynamics, decision-making, organizing, and group organizational change.	Management 300	Principles of Management
AFO-03	Understand basic concepts of management and decision-making in a political environment and how these concepts relate to practical problems faced by public administrators.	Management 300	Management in the Public Sector
AFO-04	Understand the historical examples of leadership throughout history from medieval times to present day.	Humanities 300	Leadership
AFO-05	Understand the theory and practice of personnel administration and human resource management, including recruiting, selection, compensation, performance appraisal, training, and labor-relations.	Management 300	Human Resource Management
AFO-06	Understand the factors that shape risk and the strategies for fire and injury prevention, including risk reduction, education, enforcement, investigation, research, and planning.	Management 300	Risk Management
AFO-07	Understand and implement organizational management in the fire service: organizational structures, resources; finance; planning.	Administration 300	Advanced Fire Administration

AFO Component	Outcome	Discipline Level	Suggested Course
AFO-08	Understand the tools and techniques of rational decision-making in fire departments, including data, statistics, probability, decision analysis, modeling, cost-benefit analysis, and linear programming.	Administration 300	Analytical Approaches to Public Fire Protection
AFO-09	Understand and function effectively in the legal, political, and social aspects of government's role in public safety, including the legal system, department operations, personnel issues, and legislation.	Law 300	Political & Legal Foundations of Fire Protection
AFO-10	Understand the principles of budgeting, financial reporting, and management in governmental organizations with an emphasis on the use of financial data in planning, control, and decision-making.	Quantitative (Math) 400	Managerial Budgeting & Accounting
AFO-11	Understand the psychological and social factors affecting human work behavior and performance, including communication, motivation, leadership, social influence, and group dynamics.	Communications 400	Organizational Behavior
AFO-12	Develop skills for moral decision-making in professional life; explore styles of moral reasoning based on the differing premises of duty and ethics.	Humanities 400	Professional Ethics

Administrative Fire Officer: Experience

Element	Examples of Appropriate Development Experiences
Agency Operations	<ul style="list-style-type: none">• Serve as a qualified MFO for three to five years.• Provide incident command of large multi-company/ multi-agency operations.
Coaching/Counseling	<ul style="list-style-type: none">• Provide coaching/counseling to new members and subordinate officers.• Provide member development programs for subordinates.• Review employee progress on an agency-level plan for employee improvement. Make use of employee mentoring programs and develop strategies for reinforcement of desired behaviors and cultural norms.
Directing Resources/Influencing	<ul style="list-style-type: none">• Participate in multiple function program management.• Participate in events, presentations, and other interactions with elected officials, business community, media and special interest groups.• Plan and deliver an influence plan for a department initiative; advocate for budget and programs at local executive and legislative levels.• Help the chief or other senior officers sell the organization vision and mission.
Incident Management	<ul style="list-style-type: none">• Serve as an Incident Commander at a significant incident managed under ICS.• Plan for and implement a plan for the development of new and incumbent Incident Commanders.
Planning	<ul style="list-style-type: none">• Participate in or lead an inter- or intra-agency project or committee.• Coordinate the development of a plan for the fire department to implement a change to service delivery, such as assuming the delivery of Advanced Life Support services within two years.• Complete a hazard analysis and mitigation strategy for community.• Lead a significant planning effort, such as the strategic plan or the development or update of the Standard of Cover document.

Element	Examples of Appropriate Development Experiences
Instruction	<ul style="list-style-type: none"> • Develop and implement organization-wide training effort. • Assist a neighboring jurisdiction to develop and administer a regionalized training effort. Represent your jurisdiction to examine, analyze, and potentially move forward with this effort. • Monitor and improve the department's training and officer development programs. • Lead the department's training program and take responsibility for training in one or more of the following: fire, EMS, HazMat, ARFF, technical rescue.
Human Resource Management	<ul style="list-style-type: none"> • Lead the department's human resource functions including staffing, diversity, performance appraisal, and accountability. • Investigate, document, and report on personnel issues including matters of discipline. • Within one's community, develop and move forward with a plan to increase the number of both women and minorities within the fire department. Develop a Diversity Recruitment and Hiring Action Plan. • Create a strategic HR plan that supports desired organizational culture. • Assist in development of hiring process – from interview questions to promotional exercises. • Chair or lead the hiring process for a new academy, managing all the associated issues that impact that process. • Assist or participate in contract negotiations with labor union.
Financial Resource Management	<ul style="list-style-type: none"> • Chair a committee to examine the use of overtime, and report results with recommendations to the chief or city officials. • Plan, implement, manage and report budget functions at a program or divisional level. Set and advocate for strategic priorities within authority. • Develop a budget reduction plan, including service level impacts, and present it to elected officials. • Lead or participate in the RFP process for major equipment acquisition. • Assist in the development of vehicle replacement plan to include all financial impacts.

Element	Examples of Appropriate Development Experiences
Program/Project Management	<ul style="list-style-type: none"> • Assume responsibility for managing significant organizational project(s). • Monitor and lead project managers, mentor project managers, and set and monitor project metrics and budget. • Manage a department-wide program, such as an organizational vehicle replacement program, fire station remodel, new fire station location and construction, or personal protective equipment acquisition and replacement.
Interagency	<ul style="list-style-type: none"> • Represent the agency in multi-agency organizations, participate in multi-agency efforts, develop and negotiate agency priorities, and align with partner agencies. • Guide or direct an interagency committee or team effort. • Serve as organizational liaison with other agencies, such as the local ambulance review committee, 9-1-1 dispatch board, development review committee, Office of Emergency Management, county volunteer fire officers association, etc.
Emergency Management	<ul style="list-style-type: none"> • Participate in or oversee emergency management planning and activities for mitigation and recovery. • Actively participate in the program and training developed through the Office of Emergency Management (OEM). Assist OEM in soliciting grant funding which is channeled through that office from the state and federal governments.
Community Involvement	<ul style="list-style-type: none"> • Serve as the fire agency's representative to a large community effort that will sponsor and hold a major event. • Lead efforts to involve the fire agency in community efforts, monitor agency's community image and impact, and make plans for and lead improvement in community relations.
Professional Associations	<ul style="list-style-type: none"> • Join local, state, regional or national fire service association(s); serve on committees. • Participate in or take a lead role on a statewide committee that resolves an important statewide issue, such as residential sprinkler legislation. • Serve on or lead a county or state fire officers or volunteer association, fire marshal's association, fire chiefs association, or other professional associations.

Element	Examples of Appropriate Development Experiences
Professional Contribution	<ul style="list-style-type: none"> • Prepare or assist with the preparation of instructional or informational material for publications or presentations. • Make presentations and participate in efforts to improve fire service knowledge base through lessons learned. • Mentor someone outside of one's own agency. • Print articles in national fire service publications.

Administrative Fire Officer: Self-Development

Element	Application
Health/Fitness	<ul style="list-style-type: none">• Ongoing health & wellness program.
Physical Ability	<ul style="list-style-type: none">• Maintain according to job requirements.
Career Mapping	<ul style="list-style-type: none">• Begin CFOD process; learn mentorship.
Communication	<ul style="list-style-type: none">• Deliver large group/public presentations.
Interpersonal Dynamics/Skills	<ul style="list-style-type: none">• Use effective time management; build teams; become a mentor.
Diversity	<ul style="list-style-type: none">• Promote and reinforce organizational and community diversity.
Ethics	<ul style="list-style-type: none">• Understand, demonstrate and promote ethical behavior for the organization.
Legal Issues	<ul style="list-style-type: none">• Understand the value/importance of law in its application to the organization.
Technology	<ul style="list-style-type: none">• Develop/maintain skills to integrate and coordinate the use of technology throughout the agency.• Develop/maintain skills to use technology appropriate to work responsibilities.
Local and/or Contemporary Hazards/Issues	<ul style="list-style-type: none">• Assess and analyze unique community risks and emerging issues.